



Computer Classes

New computer classes for Seniors, will begin on Tuesday, July 7, 2014 through September 26, 2014, at the time and locations listed below. **If you are interested in attending a class, please fill out and leave the attached “Enrollment Sheet” with the Senior Coordinator, at the Recreation Center, where you would like to take the class.**

Note the following: ***If you took a class the last session, you still need to submit another enrollment form.**

*New students will have first priority in Basic Classes on a “first-come, first serve basis”

*Basic students from last session will have first priority in Advance Classes, on a “first-come, first-serve” basis

*Computer Basic/Back to Work Skills requires that the student has completed the Basic Class and a flash drive.

*Computer/Cell Phone/Photography Class requires that the student has a camera cell phone, and flash drive

Basic Computer Classes

Basic Computer Classes will consist of functions of the mouse; developing an e-mail address; reply and forwarding an e-mail message; creating address books; surfing the Internet; basic Microsoft Word; making labels; making business cards; and much, much more!!!!!!!!!!!!

Place

Bill Cockrell
Bilberry Park
Hattie Perry
A. B. Palmer
Valencia

Time & Day

Tuesday 9:00-11:00
Wednesday 9:00-11:00
Wednesday 9:00-11:00
Friday 9:00-11:00
Friday 9:00- 11:00

Instructor

M. Miller
S. Hunter
H. Hart
H. Hart
S. Hunter

Advance Computer Classes

Advance Computer Classes is a continuation of Basic Computer and will consist of inserting, copying and pasting; making charts; scanning; balancing check books, basic Microsoft Power Point- developing presentations; and making “slide shows” and much, much, more!!!!!!!!!!!!

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Lakeside	Monday 9:00- 11:00	S. Hunter
Southern Hills	Tuesday 9:00- 11:00	H. Hart
Airport Park	Thursday 9:00-11:00	H. Hart
David Raines	Thursday 9:00- 11:00	S. Hunter

Computer Basic/Back to Work Skills

Have you ever thought about going back to work; but, don’t know how to fill out an application or submit a resume to a company using a computer? And even if you can get that far; do you know how to take an assessment test on the computer; plus, scan and look up information, once you receive the job? This is the class for you to brush up on those skills. Flash drive required and having completed Computer Basic desired.

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Lakeside	Tuesday 9-11	S. Hunter

Computer/Cell Phone/Photography

Would you like to take beautiful pictures using your camera and/or cell phone and send them to your family and friends? Would you like to enhance those pictures? This is the class for you. Cell phone, camera and flash drive required

<u>Place</u>	<u>Time & Day</u>	<u>Instructor</u>
Valencia Park	Thursday 9-11	M. Miller

Please submit enrollment applications at the Recreation Center where you want to take the class. (July 3, 2014 is the last day that applications will be taken for this session, on a first-come-first-serve basis).

***You will be notified if you are accepted in the class.**

(For additional information contact Camille B. Webb, Senior Programs Supervisor, at 673-7845, or the Center where you want to take the class)

Center Phone Numbers

A. B. Palmer 673-5336	Airport Park 673-7803	Bilberry 673-5345
Bill Cockrell 629-4185	David Raines 673-5342	Valencia 673-6433
Lakeside 673-7813	Southern Hills 673- 7818	